



RECREATION & SENIOR SERVICES DEPARTMENT RESERVATION REQUEST-NEWPORT COAST COMMUNITY CENTER

This reservation contract is issued in accordance with the policies outlined on the following page as established by the City Council, Parks, Beaches & Recreation Commission, and the Recreation & Senior Services Director. Please add any necessary additional information. All reservation forms must be signed and returned along with fees and deposits before consideration of use approval. **SUBMISSION OF RESERVATION REQUEST DOES NOT CONSTITUTE APPROVAL.** Facility Reservations require a minimum of 10 working days to be processed. Please read the *Facility Use Regulations* before completing this form.

Reservation Issued To: _____

Organization: _____ President/Chairperson: _____

Street Address: _____ City: _____ Zip: _____

Phone: _____ Business Phone: _____ Cell Phone: _____

Email: _____ Fax: _____ Emergency Contact: _____

Reservation Date: _____ Day of Week: _____ Time: _____ to _____

** (Please include time for setup and clean up)

Facility and Room Selection Newport Coast

Room Name / Number or Specific Area _____

Description of Event: _____

Please list any planned activities: _____

Will there be amplified sound? Yes / No If yes, describe _____

Will you be using any outside vendors, such as catering, bounce house, entertainment or gymnastics groups? Yes / No

Company Name: _____ **Must fill out Event Services/ Equipment Form for each Vendor**
Please note that the City of Newport Beach requires that any provider of Bounce Houses, Play Structures, Gymnastics Activities, Bungee Jumps, or similar play activities must have current certified insurance documents on file with the Recreation & Senior Services Department. No park use permit will be issued for such activities until the insurance requirement is met. (Train rides, Pony Rides, and Petting Zoos are NOT PERMITTED)

Estimated Attendance: _____ % of Participants Live in City: _____ Open to Public? _____

Will the facility be used for raising money? Yes / No If Yes, what will the net proceeds be used for? _____

Are you serving alcohol? Yes / No Are you selling alcohol? Yes / No

I, the undersigned, on behalf of the above named organization, do hereby agree to indemnify and hold harmless the Director of the Recreation and Senior Services Department, its personnel, the City of Newport Beach, and any of their officers, agents or employees from any liability or claim or action for damages resulting from or in any way arising out of the use of the facility or equipment and will agree to abide and enforce the Rules, Regulations and Policies governing the facility as set forth by the City Council, Parks, Beaches and Recreation Commission and Recreation & Senior Services Department. Said organization will accept all responsibility for any damage to premises, furniture, equipment or grounds resulting from use of facility. **IN THE EVENT OF FACILITY CANCELLATION BY THE GROUP/PERSONS, A MINIMUM SERVICE FEE WILL BE CHARGED - PLEASE SEE FEES ON RESERVATION FEES FORM. IF THE INITIAL PAYMENT WAS MADE BY CHECK, A PHOTO COPY OF THE CANCELLED CHECK IS REQUIRED BY THE RECREATION & SENIOR SERVICES DEPARTMENT IN ORDER TO PROCESS A REFUND.**

I, the undersigned, have read the above statements and the Facility Use Regulations form, and understand them fully.

Applicant Signature: _____ Date: _____

Department Signature: _____ Date: _____

Name on Credit Card: _____

Method of Payment: Cash Check Credit Card

Credit Card # _____ Exp. Date _____ Check one: Visa MC AMEX

*** FOR OFFICE USE ONLY ***

Fee Required - Yes: _____ No: _____

AMOUNT

Room/Patio/Stage Rental: _____ \$ _____

Security Guards: _____ \$ _____

Equipment Fees: _____ \$ _____

\$5 Admin Fee _____ \$ _____

TOTAL FEES: \$ _____

SECURITY DEPOSIT (on file) \$ Check # _____ Card # _____ Exp Date _____

**RECREATION & SENIOR SERVICES DEPARTMENT
FACILITY RESERVATIONS CONTACT LIST**

RECREATION PARKS AND FACILITIES

3300 Newport Blvd – Newport Beach, CA 92663

Phone: (949) 644-3151 * FAX: (949) 644-3155

Contact: *Matt Dingwall or Jessica Battioli*

NEWPORT COAST COMMUNITY CENTER

6401 San Joaquin Hills Rd - Newport Coast, CA 92657

Phone: (949) 270-8100 * FAX: (949) 721-1627

Contact: *Jennifer Schulz*

COMMUNITY YOUTH CENTER

3000 5th Ave – Corona del Mar, CA 92625

Phone: (949) 644-3145 * FAX: (949) 721-1326

Contact: *Angie Ernst*

OASIS SENIOR CENTER

800 Marguerite Ave – Corona del Mar, CA 92625

Phone: (949) 644-3244 * FAX: (949) 640-7364

Contact: *Jennifer Sisoiev*



RECREATION & SENIOR SERVICES DEPARTMENT RESERVATION FEES

All rentals are governed by City Council Policies **B-16** and **B-13**. Security/Compliance deposits are required for all public rentals.

RESTRICTIONS

The City does not issue community center rentals on Martin Luther King Day, President's Day, Easter, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving, day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, or New Year's Day.

FEE SCHEDULE *(Rates listed are hourly rates – Rentals have a 2-hour minimum)*

R = City of Newport Beach Resident **NR** = Non-Resident **RNPYSO** = Resident Non-Profit Youth Serving Organization

NCCC ★	Commercial		RNPYSO	Non-Profit		Private	
	R	NR		R	NR	R	NR
MEETING ROOMS							
Newport Ridge / Pelican Rooms	160	318	24	50	94	79	158
Newport Coast / Willinger Rooms	270	519	48	66	132	126	246
Gymnasium (sport events only)	352	676	43	79	136	108	195
Warming Kitchen	36	72	18	18	36	24	48
Outdoor Patio	84	168	24	36	72	48	96

CYC ★	Commercial		RNPYSO	Non-Profit		Private	
	R	NR		R	NR	R	NR
MEETING ROOMS							
Classrooms (2)	160	318	18	50	94	79	158

OASIS★	Commercial		Non-Profit		Private		Cleaning	AV
	R	NR	R	NR	R	NR		
MEETING ROOMS								
Small Classroom	160	318	50	94	79	158		
Large Classroom	270	519	66	132	126	246		
Event Center	360	645	135	205	200	330	125	100

★A one-time administrative fee charge of \$5 is added to each reservation.

SECURITY DEPOSIT

Small Room:	\$100.00	OASIS Event Center	\$400.00 (alcohol)
Large Room or Gym:	\$185.00		\$200.00 (no alcohol)
Kitchen:	\$300.00		

Note: Failure to properly clean up after a rental, damaging property, and other non-compliance with Facility Use Regulations are grounds for forfeiture of deposit.

CANCELLATION

Cancellation of rentals that occur less than 30 days prior to the scheduled use of the facility will be charged 25% of the rental fee. Cancellations with less than 72 hours notice will be charged the entire rental fee.

SPECIAL EVENT PERMITS AND INSURANCE – Some events and activities may require a Special Event Permit or Insurance.



Newport Coast Community Center Rental Agreement

In conjunction with renting within the Newport Coast Community Center, I agree to the following:

Rental Time:

I understand that no one in my party (including entertainers, caterers, volunteers, etc.) is allowed access to the room prior to the start of my rental time.

I understand that all members of my party (including entertainers, caterers, volunteers, etc.) must be cleaned up and out of the room by my stated rental end time.

I understand I will be additionally charged for any amount of time I or anyone associated with my rental uses the facility before and/or after the times on my reservation request form.

Cleaning & Damage Assessment:

I understand I am responsible for cleaning all areas and surfaces of the rented room following my event.

I understand that all trash must be put into trash cans or disposed of in the dumpster outside and not left on the floor or outside of the room.

I understand that event staff will go over a cleaning checklist only after everyone in my party has cleaned up and that this will be a preliminary cleanup/damage assessment.

I understand that the final cleanup/damage assessment will be completed within five business days after my rental, and I will be given notice at this time whether or not my security deposit will be refunded.

Other:

Prior approval and Security Guards are required for any rental with alcohol. I understand any alcohol on facility grounds during a special event without prior approval will result in immediate termination of the event and possible police involvement.

I understand facility staff is onsite during my event to setup tables and chairs and provide assistance in an emergency. Additional needs (food service, decorating, cleaning, etc.) are my responsibility.

I understand if I choose to use any professional services (bounce house, catering, DJ, florist, entertainment, event supplies, etc.), I must provide their contact information within 30 days of the event.

I understand there is a fee for using the Facility's AV equipment, (i.e. microphones, projectors, podiums, or sound systems). Only Facility staff will troubleshoot issues, if necessary.

I agree to not use nails, glue, tape, glitter, petals of any kind (real or fake), and/or confetti.

I understand the use of candles requires prior approval from Facility and Fire Department permit.

I understand that failure to comply with the above rules as well as the Facility Use Agreement may result in the forfeiture of my security deposit.

Renter's Name: _____

Renter's Signature: _____ Date: _____

FACILITY USE AGREEMENT

Policy Statement:

City of Newport Beach (City) facilities, which include parks, playing fields, gymnasiums, community rooms and swimming pools, are available to the public for civic, social, educational, athletic, cultural activities and limited commercial use. It is the intent of this agreement to provide use regulations and application and scheduling procedures to accommodate groups that wish to use City facilities.

A facility use permit, which authorizes the rental of facilities, may be revoked for violation of these policies.

Agreements and permits shall not be transferred, assigned, or sub-let.

RESERVATIONS/PROCEDURES

1. Applications to use the City facilities must be made on forms provided by the Recreation and Senior Services Department (Department). Applicants must provide all information as may be required by the Department to assure compliance with the requirements and regulations of this agreement.
2. Applicants will be required to pay a security deposit in an amount that will promote use of the Recreation and Senior Services facilities in an orderly manner without damage to the facilities. Security deposits will be refunded upon inspection of facilities and confirmation that no property damage has occurred or additional clean up is required.
3. Applicants acknowledge that neither the City nor the Department assumes any liability for any injury or loss or damage of personal property. When it is deemed to be in the best interest of the general public, the City of Newport Beach will require the renter to furnish a Certificate of Insurance naming the City as additionally insured. The amount of the insurance shall not be less than \$1,000,000 per occurrence of commercial general liability insurance. Prior to the use of the facility, the application must have approval of the Recreation and Senior Services Director or designated representative.
4. Approval or denial of a reservation request will be provided within five working days of receipt of a completed application.
5. Reservations for use of Department facilities may be made up to six months in advance, but no later than ten working days before the event with the exception of park reservations which may be made no later than five working days before the event.
6. A permit shall not be transferred, assigned or sublet. All contracts will be issued for specific facilities and for specific hours, and the premises must be vacated as scheduled.
7. The reservation request and rental agreement must be completed and signed by an adult age 21 and over who will attend, supervise and be responsible for the entire event or activities. Proof of residency is required at the time of application in order to receive the resident rate. Proof of non-profit status is required at the time of application in order to receive the non-profit rate.

8. This Facility Use Agreement and permit, which authorizes the rental of facilities, may be revoked for violation of any rental policies.

REGULATIONS AND RESTRICTIONS:

All uses of Department facilities will be subject to the following regulations and restrictions:

A. Use of Alcohol

1. Alcoholic beverages are prohibited and shall not be permitted in or on any municipal facilities operated by the Department, except beer and wine may be served for special occasions at the OASIS Senior Center, Newport Theatre Arts Center (NTAC), and Newport Coast Community Center (NCCC) when done in compliance with State of California Department of Alcoholic Beverage Control (ABC) regulations and approved in writing by the Recreation and Senior Services Director. Approval to serve beer and wine shall not be deemed to approve service of alcohol in violation of Section 25604 of the Business and Professions Code. The Recreation and Senior Services Director will require the permittee to pay City costs to provide additional security when alcohol is served.

2. The use of alcoholic beverages is by written permission only and must be requested at the time the facility use request is submitted. The Department reserves the right to place restrictions on the use of alcoholic beverages in accordance with State Law and these guidelines. "Alcohol use" means the presence of any beverage that contains any amount of alcohol.

3. Alcohol is not allowed when an event is designated for minors such as school age award programs, birthday parties and/or receptions.

4. When alcohol is served, there shall be a minimum of two security guards present at the facility at all times. The guards must arrive 30 minutes before guest arrival time and remain until the contract end time. One guard must be positioned at the entrance of the event and one guard positioned in the event area. The parking lot must be monitored every 30 minutes. The security guards shall have the authority to enforce all rules and regulations governing facility rentals. In the event that the Police are called, the cost of their services shall be deducted from the applicant's security deposit. The applicant will be billed for any costs exceeding the security deposit.

5. No alcoholic beverage shall be served to any person less than 21 years of age. Injuries caused to any person as a result of alcoholic beverages being served to or consumed by someone under the age of 21 while on the City's premises, shall be the sole responsibility of the organization or individual renting the facility.

6. The distribution or consumption of alcoholic beverages shall be in compliance with all applicable laws, including regulations of the ABC. Any organization using City facilities shall be solely responsible for obtaining all permits or licenses relating to the distribution and consumption of alcoholic beverages on the premises.

7. Alcohol may only be served by an adult 21 years of age or older. If evidence is found that alcohol is being served that was not authorized by the Department or to a minor the Police will be notified and the event will be terminated and all fees and deposits will be forfeited.

8. The City shall require the applicant to carry general liability insurance when alcohol is available, but not sold. The City shall require a full liquor liability premium in addition to general liability insurance when alcohol is sold in exchange for money. The cost of the required liability insurance shall be borne by the applicant.

B. Smoking is prohibited in all City facilities including restrooms and within 25 feet of all entrances, windows, and playgrounds.

C. For all indoor facility rentals involving youth, 17 years and under, there shall be at least one adult for every 20 minors, or increments thereof, in attendance, who shall remain in the facility for the duration of the activity.

D. No group's activities shall interfere with the administration of the Department.

E. Non-profit 501 (c) (3) groups may use the facility for fundraising activities and charge entrance fees and collect donations provided that a detailed plan of the event, including the expenses, marketing plan and procedure for collecting fees, is submitted with the rental application.

F. Facilities and equipment are to be left in the same condition as they were prior to the rental. The permittee is responsible to pay for any damage to property or loss of property. A fee equal to total replacement cost will be charged. It shall be the responsibility of the permittee to see that unauthorized portions of the facility are not used. Continued or repeated use of City facilities will be contingent upon care of the facility, property and equipment, and observance of all approved rules and regulations.

G. No gambling of any kind shall be conducted on, or in, City facilities, and the permittee shall insure that no disorderly or illegal conduct shall be allowed in any facility.

H. The use of public address equipment will be limited to that provided by the facility, unless written approval has been secured by the Department through a Special Event Permit.

I. Private groups wishing to collect fees, donations or admission charges, or those using the facility to market a product, give a presentation, or advertise their business, will be considered commercial users.

J. The posted occupancy of City facilities shall not be exceeded.

K. Storage space will not be granted at anytime.

L. Facilities are not available for reservations on the following holidays: Christmas Eve, Christmas Day, Easter, President's Day, Independence Day, Labor Day, Martin Luther King Day, Memorial Day, New Year's Eve, New Year's Day, Thanksgiving and Veteran's Day.

M. All persons using the facilities shall observe and obey regulations of this policy, the rules of the Department and all applicable City, State and Federal laws, rules and regulations.

N. Vehicles are not permitted on park grass or fields. Parking is permitted in designated spaces.

O. Minors must remain in the rented facility room and shall not be allowed to roam.

P. Any intended use of outside vendors such as bounce houses, entertainment and caterers must be disclosed in the application and if permitted shall comply with insurance procedures as outlined in City Council Policy B-13.

Q. Facilities shall not be used for purposes of advancing any doctrine or theory subversive under the Constitution of the United States.

R. No open flames are permitted including the use of candles.

FEES, DEPOSITS AND CANCELLATION PROCEDURES:

Fees may be charged for the use of City facilities and shall be established and periodically adjusted and approved by the City Council. Fees are imposed to cover overhead, processing, deposits, maintenance and replacement costs for application and scheduling and maintenance of the facilities.

A. A security deposit will be required for all room rentals. All or a portion of the deposit may be retained by the Department after inspection of the facility by the Recreation and Senior Services Director or a designated representative and a determination that the facility has not been left clean and/or in good repair.

B. A separate additional cleaning fee will be charged for rental of the OASIS Event Center.

C. No fee or deposit shall be charged for use of City facilities by the City of Newport Beach, or events co-sponsored by the City of Newport Beach or its departments, with the exception of set-up charges.

D. Cancellations for any facility other than the OASIS Event Center, Newport Coast Community Center and Community Youth Center may occur seventy-two hours prior to the scheduled use of facilities without forfeiting fees collected by the City, with exception of a City service refund processing fee. Cancellations with less than seventy-two hours notice will be charged a cancellation fee established by resolution of the City Council. In the event of cancellation by the City, notice will be given as far in advance of the scheduled use as possible.

E. Cancellation of rentals by users for the OASIS Event Center, Newport Coast Community Center and Community Youth Center, which occur less than thirty days prior to the scheduled use of the facility will be charged 25% of the rental fee. Cancellations with less than seventy-two hours notice will be charged the entire rental fee.

Event Supervision:

1. City employees will be assigned to rental activities and shall have complete authority over the facility, all equipment, participants and activities, including the authority to request changes in activities or cessation of activities.
2. The applicant must be present during the entire rental period and must be available to review both a pre-activity and post-activity checklist with a City employee. The only exception to this rule is when an honoree (i.e. bride and groom) is the applicant. In this case, the applicant must designate another attendee to review the checklists at the time that the room set up is submitted.

Available Equipment and Set Up:

1. Rental of facilities includes all tables and chairs as requested. A set up diagram is due no less than twenty working days prior to the event for the large banquet rooms at the OASIS Event Center, Newport Coast Community Center and the Community Youth Center.

2. A fee will be charged for the use of the City's amplified sound equipment according to the fee schedule for each particular facility.
3. Staff is not permitted to move any equipment/furnishings supplied by the applicant.
4. Due to limited space, storage of rental equipment will not be permitted.
5. Applicant may not bring in any equipment that cannot be easily carried or rolled into the facility. Equipment cannot be dragged across the floor.

Food and Beverages:

1. Stains from food and beverages that require professional cleaning, which will result in additional expense to the City, will be charged directly to the applicant.
2. Tubs used to hold drinks must be kept in the kitchen or on a table with towels surrounding the tub to absorb condensation. Tubs shall not be placed on the floor in the event room.

Facility Clean Up Procedures:

1. All decorations and catering equipment must be removed and taken away and all trash must be placed in the trash cans.
2. The oven, stove, and refrigerator are available in certain facilities and must be cleaned by the renter.
3. All counter tops, sinks, refrigerator or freezer used must be cleared, thoroughly cleaned, rinsed and dried off.
4. Any food, beverages or any other items left in the facility will be disposed of.

"I have read the Facility Use Agreement in its entirety and understand that non-compliance may result in the cancellation of this reservation and/or non-return of security deposit fees."

Print Name: _____

Signature: _____ Date: _____

Licenses Required for Rentals

Business Licenses for Professional Services

All businesses providing event services (bounce houses, catering, DJ, lighting, sound technicians, florists, photographers, etc.) must have a current City of Newport Beach business license on file. A reduced rate is available for businesses that do just one event per calendar year within the City. For more information or to acquire the license, please call our Revenue Division customer service line at (949) 644-3141.

Liability Insurance

All vendors must also provide a Certificate of Liability Insurance listing the City as additionally insured on their policies for the day of the event or rental.

A liability insurance policy (\$1,000,000) is required for all gatherings with alcohol. The City of Newport Beach offers insurance through Alliant Driver Specialty Group upon request. However, you may purchase insurance privately and must provide the City with a Certificate of Insurance listing the City as additionally insured.

Alcohol Permit

Alcoholic Beverage Control (ABC) permits are required for events where alcohol is being sold. Permits are available through the Department of Alcoholic Beverage Control for non-profit organizations and caterers. Private parties are permitted to serve, but not sell, alcohol without a license. Private individuals are not permitted to sell alcohol unless a caterer or bartender who possesses an ABC license is contracted. Contact the Dept. of ABC at www.abc.ca.gov or (714) 558-4101 to obtain permit. The City will require a copy of the permit.